

**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Survey Party Chief	PAY GRADE: B32
DEPARTMENT: Flood Commission	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
REPORTS TO: Flood Commission Director	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BARGAINING UNIT: N/A	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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APPROVED: _____ <i>John D. [Signature]</i> Department Head	_____ 9/5/2019 Date
_____ <i>[Signature]</i> Human Resources Director	_____ 9/6/19 Date

I. PURPOSE SUMMARY. Performs collection of field survey data for natural conditions and man made improvements of the areas under consideration or study.

II. ESSENTIAL DUTIES. (A position may not include all of the duties listed, nor do the listed examples include all of the duties which may be found in a position of the class. An individual must be able to perform the essential functions listed below and a reasonable accommodation may be made available to qualified individuals with disabilities to perform the essential functions of the job).

Prepares floodplain determinations for realtors, surveyors, engineers, and the general public; reviews grading plans for floodplain management; assists the public with flood related problems and attends public meetings to serve as a subject matter specialist; adheres to Federal Emergency Management Association (FEMA) on Flood Hazard determinations; performs collection of field survey data of field conditions, collecting northings, eastings, and elevations to allow a computer representation of the existing field conditions; surveys existing drainage and flood control structures to determine capacity or to modify plans; ensures that accurate, complete and quality field survey data is collected and that said information is acquired in a cost effective and efficient manner; manipulates field data and information to a format readable by computer aided drafting software; reviews, designs and prepares them for distribution; provides explanations and interpretations to a supervisor or contractors as required; performs comparisons of recent field data (deeds) to previous data collected and calculates changes of requested information; drafts the proposed improvements to solve drainage of flooding problems using the field data and instructions from the project manager; assists the county surveyor in administering and maintaining the Doña Ana County Real Time GNSS (Global Navigation Satellite System) Network to provide a single homogenous coordinate system for the orderly development and positioning of subdivision, roads and all other components of the County/City infrastructure; all survey work performed under the direction of the County Surveyor; performs special projects, gathers and compiles information and prepares reports and analyses in response to problems, or as assigned, i.e., deed research, aerial survey and topographic maps; provides equipment cost estimates for budgetary purposes; trains staff on GPS surveying procedures; supervise and inspect construction and maintenance of various flood control projects; and responsible for knowing and abiding by all department and county policies and procedures.

III. ADDITIONAL DUTIES. May perform additional related duties as assigned.

IV. QUALIFICATIONS.

A. Education. High school diploma or equivalent

B. Experience. Three (3) years of field surveying experience, civil design drafting experience or related field, including one (1) year of computer aided drafting experience.

C. Education and Experience substitution. In accordance with County policy.

E. Licenses/Certifications. Must have a valid unrestricted New Mexico driver's license and must maintain an acceptable driving record in accordance with County policy. Type II (Grade 2 certification) in surveying preferred.

F. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Background and driver's license record check.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of: Mathematics and its application to field and office surveying procedures; principles and practices of civil engineering as applied to flood control projects; proper methods to maintain accurate records; proper English usage, grammar, vocabulary, and spelling including the application thereof to technical writing; the purpose, current issues, projects organization, policies, and employee responsibilities of the department to which assigned; major sources of information and principal documents relevant to assigned duties and New Mexico Surveying Standards, as exemplified by, but not limited to the following United States Reclamation Service Maps, New Mexico Standard Specifications, Flood Insurance Rate Maps, Internet for deeds, software and information, United States Geological Service Quad Maps, drainage studies and soil surveys.

Must have the following skills: Reading and interpreting difficult plans and specifications, and with surveying standards; designing difficult and complex major surveying projects; communicate effectively, in oral or written form; and establish and maintain effective and cooperative working relationships with others.

2. FREEDOM TO ACT.

The supervisor makes assignments by defining objectives, priority, and deadlines, and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. Methods used in arriving at the end results are not usually reviewed in detail.

3. GUIDELINES AND JUDGMENT.

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

4. PHYSICAL DEMANDS.

While performing the duties of this job, the employee is regularly required to communicate, sit, stand, walk, climb stairs, and have manual dexterity to handle, feel or control objects and tools. The employee is frequently required to traverse rough terrain, stoop, kneel, crouch, or crawl and climb railings on equipment and work on uneven surfaces. The employee will occasionally lift and/or move up to 40

pounds. Specific vision requirements for this job are close vision, distance vision and the ability to adjust focus.

5. WORK ENVIRONMENT.

Performs essential duties indoors 40% of the time under temperature controlled conditions and 60% outdoors under various weather conditions. Primary work surface indoors is carpeted and tiled floors, outdoors is subject to extreme hot or cold temperatures; wet, dry or greasy uneven natural ground or asphalt. The noise level in the work environment is moderate to loud. Safety procedures must be followed.

6. SUPERVISORY RESPONSIBILITY.

Work is performed under the general supervision of the Flood Commission Director. On occasion, responsible for the supervision of the engineering aide and interns.

IV. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*

